

Approved For Release 2001/09/04 : CIA-RDP86-00244R000200350005-2

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INTRA-AGENCY COURIER RUNS

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25X1A6a

[REDACTED] 0800
1-Ton Van
2 Couriers

DEPT. TIMES

0800 Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/LSD

0825 Office of Training-Registry/DDS/ 1000 Glebe Rd., Rm. 523 and
A&E 416 (Assessment & Evaluation Staff/OMS/DDS)

25X1A6a 0910 [REDACTED] deliver 3rd Floor, Map Library Division/DDI
25X1A6a and NPIC, [REDACTED] deliver Loading Dock rear of Building.
(National Photo Interpretation Center/DDI)

1015 Rm. GB-31 Headquarters Bldg.

1030 OTR Registry/DDS, 1000 Glebe Rd.

1100 Defense Intell. Agency - Building A, Arlington Hall, Loading Dock in
25X1A6a back of building. (DIA)

1130 [REDACTED]

1215 Return to Rm. GB-31 Headquarters Bldg.

NOTE: 1300 Third Run Deliver to OTR, 1000 Glebe Rd., and pickup "Northern Virginia
Sun" Papers

1430
Same stops as the first run.

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AMES BUILDING SHUTTLE

0800
1-Ton Van
2 Couriers

DEPT. TIMES

- 0800 Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/LSD
0840 Ames Building, meet courier loading platform
0845 Key Building, meet courier back of building (Roadway)
0850 OTR, Rm. 2107, Arlington Towers - Language Testing/DDS
0900 Magazine Building, meet courier in front of building.
0910 South Building, Rm. 212, Technical Services Division/DDP
East Building, Rm. 226, Special Study Group (DCI) and
Rm. 119, Asst. to Vice President, Mr. George Carroll
100 Central, TSD. Graphic Arts Reproduction Branch
0940 Rm. GB-31 Headquarters Bldg.

NOTE: Departure Times: 0800 - 1015 - 1300 - 1500. All runs are made
in same order except OTR-Arlington Towers deliveries will be made
on first and third runs.

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PRINTING SERVICES DIVISION & OSA COURIER RUN

0830
1-Ton Van
2 Couriers

Rm. GB-31 Headquarters Bldg., Mail and Courier Branch/LSD/OL, pickup material for Printing Services Division (PSD/DDS), GJ-56-3 Hq. Bldg., deliver and pickup material addressed for Distribution, deliver to GB-31 Hqs.

Pickup material in GB-31 Hqs. for new Printing Service Bldg. (PSD/DDS), deliver and pickup in Rooms:

154 - Planning Office
112 - Bindry
G-10 - Quick Copy Room

All material picked up in new P.S.D. Bldg. will be deliver to GB-31 Hqs., except material addressed to GJ-56-3 which will be delivered direct.

(SECOND HALF)

25X1A6a

25X1A6a Rm. GB-31 pickup material for Office of Special Activities (OSA/DDS&T), [REDACTED] deliver to receptionist, call [REDACTED] for delivery; [REDACTED] also deliver to and pickup from the Central Cover Staff located in the [REDACTED] on 1300 hours run.

25X1A

Schedule runs are: 0830 - 1030 - 1300 - 1500

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RECORD CENTER COURIER STOPS

0830
1-Ton Panel
2 Couriers

Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/LSD

25X1A6a Loading Dock [REDACTED] /DDS 25X1A
(Couriers will depart [REDACTED] at 1030 hours) 25X1A

25X1A6a Mailroom - [REDACTED] 1st Floor, OS

25X1A6a Receptionist - [REDACTED] DDS

25X1A6a Push Buzzer - [REDACTED] DDS
(Employee will meet courier at top of steps)

25X1A6a Loading Dock - [REDACTED] DDS - Room 214

25X1A6a Rm. 120 - [REDACTED] R&D Lab. Room 36, [REDACTED] Rm., DDS 25X1A
25X1A6a

NOTE: When requested, courier will stop at [REDACTED]
pickup and deliver taped material. Afternoon run will be made in same
order as the A.M. On 0830 hours runs deliver operational cables from
Office of Communications (GA-43) to OC, [REDACTED]

25X1A6a

Schedule Leaving Times from Rm. GB-31 Headquarters Bldg.:
0830 and 1300

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CENTRAL DEPOT RUN

0700
Sedan
1 Courier

DEPT. TIMES

- 0700 Leave Rm. 1023 Ames Bldg., Mail & Courier Branch/LSD, for Government Printing Office (GPO); pickup Congressional records Guard Office, N. Capitol St. entrance.
Stop at State Dept., C St. entrance; meet courier give him records, pickup cables from him, deliver to 1227 Ames Bldg., OL/Registry
- 0830 Rm. 1227 Ames Bldg.
Rosslyn Garage - first floor
Central Depot - all material picked up will be delivered direct to 1227 Ames, 1122 Ames, and mail for Headquarters Bldg. to 1023 Ames.
- 1030 Rm. 1227 Ames Bldg. OL/Registry
Central Depot - all material picked up will be delivered direct to 1227 Ames, 1122 Ames, and mail for Headquarters Bldg. to 1023 Ames.
- 1230 Rm. 1227 Ames Bldg. OL/Registry, pickup and deliver to Rm. 616 Key Bldg., Finance registry/DDS, return material to 1227 Ames Bldg.
Rosslyn Garage
Rm. 616 Key Bldg., Finance Registry/DDS, return material to 1227 Ames.
- 1400 Rm. 1227 Ames Bldg. OL/Registry

25X1A

Central Depot - all material picked up will be delivered direct to 1227 Ames, 1122 Ames, and mail for Headquarters Bldg. to 1023 Ames Bldg.

1530 Rm. 1023 Ames Bldg. (Secure)

Pickup checks at 1300 at 702 Key Bldg. The day before payday, deliver to 1227 Ames Bldg.

Cutoffs from Washington Depot to Hqs. twice a month to be delivered as soon as possible to Rm. GD-0428, OCS/DDS&T, Hqs. Bldg.

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SUITLAND ANNEX RUN

0830
1-Ton Panel
2 Couriers

*0830:

Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/LSD

Loading Dock Record Center Annex/DDS Suitland, Md.

(If back door is locked go to the Receptionist and have opened)

BGN ~ Freemont Bldg.

(SECOND HALF)

25X1A6a

1045:

Rm. GB-31 Headquarters Bldg. - Mail and Courier Branch/LSD

[REDACTED] DP) Rm. 416

Also mail for Bureau of Census, Rm. 412

Pickup & delivery - Bureau of Geographic names, Freemont Building, McArthur Blvd.

Schedule leaving time each run: 0830, 1300

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NOTE: On 1300 trip when delivery is made to Key Building, pickup [REDACTED] stencils in Rm. 1101 Hqs. Bldg., deliver to Printing Services Division, Rm. GJ-56-3 Hqs. Bldg.

- * Service the Office of Naval Intelligence at the Hoffman Building, 2461 Eisenhower Avenue, Alexandria, Virginia (junction of Telegraph Road and Route 195) on 0830 Suitland Annex runs.